



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 3, 2014

Tanya Peterson
612 6th Avenue
Coralville, Iowa 52241

Dear Tanya,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have at least 30 days to get these items into compliance.

This letter is in regards to the February 28, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: During the spot check compliance inspection on February 28, 2014 you had a number of areas found to be out of compliance. Areas that require immediate correction and brought into compliance include not using the outdoor play area until you have an approved soft landing surface under the play equipment, not having a second exit in the basement where you do child care, and not having a smoke detector in the bedroom used for napping. You were also using a drop side crib that does not meet the standards required for crib safety. I have added that to the Corrective Action Plan that you will discontinue use of the drop side crib and remove it from your child care operation.

How to correct: You signed an agreement you will apply to change to a Category A as soon as possible, you will not provide care to more than 6 children at any one time, and you will not use the outdoor play equipment until it has an approved soft landing surface under it. Other areas need to be corrected and brought into compliance by my follow up visit on April 18, 2014.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: I observed your outdoor play area had equipment with a fall of more than 18 inches in the outdoor play area. You stated you do not have a soft landing surface under this equipment to cushion a fall.

How to correct: I have enclosed information on the types and amounts of soft landing

materials needed to cushion a fall. You must have this in place before you use the outdoor play equipment. Please notify me when this has been done and let me know the type of soft landing surface you chose and how deep it is under the equipment.

☐ 110.5(1) j- Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1) j- The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reason determined out of compliance: I observed you did not have Emergency and Disaster plans written and posted by your primary and secondary exits.

How to correct: You stated you have them but recently took them down. Place them at both your exits and make sure they have a map that clearly designates evacuation routes in case of a fire or tornado.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have any documentation these drills have been practiced since June of 2013.

How to correct: You must practice these drills monthly and document it on the sheet you have for this.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed there was not a smoke detector in the bedroom on the main floor used for napping children.

How to correct: You need to place a smoke detector in all child occupied rooms including the bedroom used for napping.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have any documentation you test the smoke detector batteries monthly since June of 2013.

How to correct: You must practice test the smoke detector batteries monthly and document it on the sheet you have for this.

☐ 110.5(1) o- Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: I observed you did not have a No Smoking sign posted at the front door entrance to your home.

How to correct: Post the no Smoking sign I gave you at the front door entrance.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: You did not have this information available for review.

How to correct: Use the new Pet Health Certificate form I left with you to meet this requirement. When you take your pet to the veterinarian for their exam have the vet

complete and sign this form.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have physicals available for review for any family members and no immunization records for Tanya and Joshua.

How to correct: I left a Provider Physical Exam Report form for you and your husband to use when you get your physical. Have the physician complete and sign this form. For your children get a copy of a physical completed within the past 2 years. After this round of physicals they will be required every three years rather than the current two years.

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: I reviewed your certificate for infant and child first-aid and noted it expired in August of 2013.

How to correct: You must complete a course and infant and child first-aid as soon as possible.

☐ 110.5(3) Activity Program.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: You stated you do not have a soft landing surface under the play equipment in the back yard (swing set). In order for your play area to be consider safe it needs to have an approved soft landing surface under any equipment that is more than 18 inches in height to cushion a fall.

How to correct: I have enclosed guidelines for types and amounts of soft landing surface materials to use in your play area.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information in the files for two children in your care.

How to correct: Use the Child Intake sheet to get this information from the parents. Have them sign and date the sheet once it has been filled out.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information in the files for two children in your care.

How to correct: Use the Child Intake sheet to get this information from the parents. Have them sign and date the sheet once it has been filled out.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for two children in your care.

How to correct: Have the parent's complete, sign and date the Emergency Medical Authorization form and place it in the children's file.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in any of the preschool aged children's files.

How to correct: Whenever a child begins in your care you need to get a physical dated within the past 12 months to show they are in good health. You also need to get information from the parents about any special conditions or medical needs their child may have.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for three children in your care.

How to correct: Obtain a copy of a physical completed within the past 12 months. If they do not have one they will need to get one done.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in the files for the one school-aged child in your care.

How to correct: Have the parents provide you with a written statement their child is in good health and free of any communicable and infectious diseases annually.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in the files for four children in your care.

How to correct: Use the Child Intake sheet to get this information from the parents. Have them sign and date the sheet once it has been filled out.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in one child's file.

How to correct: Get a copy of the Iowa Dept. Public Health Immunization certificate for this child. The parent can get this from their doctor's office.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9) c- Is capable of handling emergencies.

Reason determined out of compliance: You are not currently certified in infant and child first-aid and CPR. You need this training to be prepared to treat a child with minor injuries or injuries requiring medical attention.

How to correct: Sign up to take this training as soon as possible.

☐ 110.9(3) Facility requirements

☐ 110.9(3) c- If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

Reason determined out of compliance: You do the majority of your child care in the basement which does not have an approved second exit. As a category B registered provider you must have a second exit in the event of a fire.

How to correct: You have agreed to change to a Category A provider which does not have the requirement for a second exit if you use your basement for child care. We signed an agreement you can use the basement until you make the change as long as you do not care for more than 6 children which is the requirement for a Category A.

I have enclosed information about the crib you have in the main floor bedroom. You must immediately stop using this crib for child care. It must be removed from your child care operation as it does not meet the required standards for child care put into place June 11, 2011. You may not use this crib for your own children as they count in your child care numbers. You may not sell or give this crib away as it is unlawful to use it anymore.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur at 12:00 p.m. on April 18, 2014.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236- ext. 1428 (Tessa Amato).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).